

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF SELECTMEN
FEBRUARY 13, 2019
(Postponed from February 6, 2019)
7:00 P.M.
SUFFIELD TOWN HALL
83 MOUNTAIN ROAD, SUFFIELD CT**

Present: Melissa M. Mack, Joanne Sullivan, Tim Reynolds, Mel Chafetz and Pete Hill

Also in attendance: Derek Donnelly - Town Attorney, Becky Osleger – Director of Technology, Ted Flanders – Building Inspector, Bill Hawkins – Town Planner, Mark Cervione – Highway Foreman

First Selectman Mack called the meeting to order at 7:00 p.m. The meeting began with the Pledge of Allegiance.

Approval of the Minutes from the January 23, 2019 Regular Meeting of the Board of Selectmen

Selectman Hill noted a correction to be made on page 6. The heading “Wicks Lumber Building” is incorrect. The correct heading should be “Hamlet Homes, 898 East Street South.”

Selectman Hill motioned to approve the minutes from the January 23, 2019 Regular Meeting of the Board of Selectmen as amended. Vote: 5-0 in favor. Motion passed unanimously.

Public Comment

None

Discussion and approval of Town-wide Door Locks and Police Camera Project and refer to Board of Finance

First Selectman Mack explained that this was a capital project where there was not enough money in the current ACCE budget to do the Door Locks and the Cameras as proposed. Now that Becky Osleger is serving as the combined IT Director for both the town and the schools she has taken a look at this project and is spearheading its progress. First Selectman Mack invited Ms. Osleger to address the group and provide a brief status update.

- A full survey of all Town Building needs has been completed
- Next steps include:
 - Meeting with vendors: 3 Way Communications and 2 other vendors
 - Scope will be expanded beyond the Police Department based on needs of the Town.
 - Will look at the Police Department to determine what “fixes” have been made and to finalize the scope of what needs to be done.
 - A proposal will be presented based on the findings.

Selectman Chafetz mentioned that he had attended a Board of Finance meeting recently and was a bit confused during a discussion regarding what the schools are doing versus what the town is doing. Ms. Osleger explained that the schools completed all door locks last year. This year they are asking for automation of the locks which means doors auto lock at certain times of day. This type of automation would not change the mechanisms of the door locks. It would simply be a wiring that would automate the door locks currently in place and would match the town buildings.

First Selectman Mack noted that additional information will be forthcoming in the next few weeks which will be considered at an upcoming Board of Selectmen meeting and action will be taken to put whatever balance is required into ACCE. No action is required of the Selectmen this evening.

2019-2020 Budget Update

First Selectman Mack presented a spreadsheet to the Selectmen with an overview of the proposed Town budget for FY 2019-2020

- Department Heads presented a budget increase of 4.17% over last year's budget which equates to \$652,950.
- First Selectman Mack and Finance Director Deb Cerrato met with each department head, reviewed the last five years of expenditures in every account in every department in the town's operating budget in an attempt to put Suffield in a good position to weather whatever storm the State of Connecticut budget delivers to us. We have no idea at this point what to expect from the State.
- This thorough review resulted in a reduction to the department head proposed budgets of \$206,012.
- First Selectman Mack is presenting for review a budget increase of 2.86% which equates to an additional \$446,738 over last year.
- Board of Finance has requested no more than a 2.2% increase over last year which would require a further reduction of \$102,518 off of what is being presented this evening.
- There may be additional work to be done in medical/health benefits and insurance.
- The Police Department is also running a few different scenarios to see if there is room for any additional cuts in their budget.
- The \$446,738 is comprised of the following:
 - Payroll increases; including those to which we are contractually bound;
 - \$321,045 in employee benefits and insurance increases;
 - \$62,000 in public utility increases;
 - One reason for the public utility increase is that for the past several years we have not been charged for certain fire hydrant water charges. The company that failed to charge us went through an acquisition and the acquirer realized the oversight. They will not be looking for retroactive charges; however, they will be charging the town moving forward.
- We are in various stages of union negotiations with several of the towns unions; Police, Fire, Library, Dispatch and Town Hall.
- Increase in the cost of health care benefits is estimated at a 15% premium increase for the Town's portion.
- Any favorability we were able to identify was from scrutinizing operating budgets aside from payroll.
- Proposing a contingency to remain at \$360,000 as in prior fiscal years that will be available should some of those operating budgets run into unexpected issues.
- Staffing:
 - Overall non-union salaries *decreased* by 2.2% from last fiscal year in the amount of \$42,090.
 - Decrease is a result of vacant positions not being filled, including Facilities Director.
 - When budget season is over, First Selectman Mack will begin discussions with the schools regarding a potential collaboration between the BOE Facilities and Town Highway and Public Works Department.
 - We believe we will be able to do a comprehensive, and in some ways a better, job covering all of our combined BOE and Town buildings and grounds by working together with the resources we have between both entities.
 - Comparability data for non-union positions considers job function, size of town, etc.
 - Contracted services for our Economic Development Consultant and our IT Shared Services with

the schools results in an increase to overall contracted services of \$37,350 over last fiscal year.

- If you look at non-union salaries and contracted services combined these two items net at a \$4,740 decrease overall from last year.
- The goal this past year with staffing was to do things better, cover more services, and streamline where available. It appears that we have been able to achieve this goal.

2019-2020 Budget additions:

- Very minimal staffing additions:
 - Adding a 10-hour per week part-time employee in the Senior Center to assist with prep work, shopping and dishwashing at \$12.00 per hour.
 - Adding a few additional hours for Kent Memorial Library Staff to assist with desk coverage.
- \$20,000 added to the Assessor's budget to deal with appeals due to the Revaluation assessments.
- \$10,000 added for Charter Revision to assist with legal fees and other document revisions as necessary.
- \$55,000 added to the Police budget for a cruiser. Last year only one cruiser was budgeted. In addition, we are transitioning from Ford to Chevrolet resulting in an increase per cruiser.
- \$10,000 added to the Police budget for cell tower stop-gap coverage. Currently, the cell towers do not allow for quality radio coverage in parts of West Suffield. Unfortunately, at this time, the State system is not up to par with what the town needs. These funds will allow the Chief to invest in additional infrastructure to protect against gaps in coverage in West Suffield.
- Town Hall budget increase reflects the projected rent for swing space at 230C Mountain Road being projected incorrectly in the last fiscal year.
- \$4,000 has been added for cemeteries to increase the level of upkeep for the West Suffield Cemetery.

Questions:

Selectman Reynolds: *"When was the last salary increase for the position of First Selectman? Is there anything in there; because I think it has been a few years?"* **First Selectman Mack:** "Yes, you mentioned it a few months ago and I spoke to the chairman of the Board of Finance and asked what was done prior to me getting here in 2015. He said their recommendation was to have an increase after the election in November 2019. He also said the intention was for the First Selectman's salary to be the same as the Finance Director and so that is what has been built in. The increase will happen two weeks after the November election when the new First Selectman would take office. The amount is reflected in this proposed budget."

Selectman Reynolds: *"I noticed the 'Tax Collector & Tax Rebates' and 'Finance' lines are down substantially."* **First Selectman Mack:** "That is because of the issue last year with the change in the Federal tax law where people prepaid and we had all kinds of rebates to do."

Selectman Chafetz: *"The Board of Selectmen line includes your salary; what else is included in that line?"*

First Selectman Mack: "Communications Manager and the Selectmen's Administrative Assistant."

Selectman Chafetz: *"Who is included in the Human Resources line?"* **First Selectman Mack:** "It includes the Human Resources Director and the Human Resources Assistant."

Selectman Chafetz: *"Does this budget include the benefit of the new solar?"* **First Selectman Mack:** Yes, it does. It is a little difficult to track. Debbie Cerrato, Finance Director, is working on getting more specifics on how much, but we have seen some savings. We are apparently seeing what we were expecting to realize in savings but I would like to get more specifics per building. However, some of the savings we've seen are projected to continue in this budget.

Selectman Chafetz: *"Are the savings maxing out this year or will they continue to go up?"* **First Selectman**

Mack: “Well it’s projected over twenty years so we should see more savings. I don’t know that it was meant to max out but, again, I have asked for additional information. The solar company that we have the contract with has asked for feedback as well; wanting to know if we are getting what we had expected. I will report back once I have more information.”

Selectman Chafetz: *“Haven’t we put the cruiser in the ACCE budget in the past?”* **First Selectman Mack:** “No, because it is truly an operating expense. Police cruisers are an operating requirement of equipment for the Police Department.”

Selectman Chafetz: *“You mentioned an increase in cemeteries. Is that for all cemeteries or just one?”* **First Selectman Mack:** “Just one because they requested it. However, I have asked the Finance Director about a perpetual fund that we have. We don’t use it and I don’t understand why we don’t use it. I have asked for more information about what the restrictions are, permitted usage, and what we are supposed to be doing with that perpetual fund. We had a meeting a few months ago to discuss cemeteries and Joanne Sullivan was with me. We are ready to take the next step and this will be part of the discussion. I want to make sure that we are utilizing the money that we are supposed to be using to maintain the cemeteries under the town’s ownership, and reaching out to the other cemeteries that are not on the town’s ownership to make sure that there is some sharing of services or collaboration to achieve economies of scale in pricing, etc. That is on our agenda and Joanne has graciously offered to help me with that.”

Selectman Chafetz: *“Is there a balance? A lot of cemeteries are in trouble.”* **First Selectman Mack:** “Yes. I don’t have the exact dollar amount in the fund, but we do have a fund with a positive balance. It is at least six figures.”

Selectman Chafetz: *“I recently attended the Board of Finance meeting to hear the auditors review and as they were going through it there was an item called “Donations” with \$125,000 in it. What is that?”* **First Selectman Mack:** “We have several specific funds that are donated for very specific purposes. Every year during budget season I have asked Debbie Cerrato to go through and identify things that we are budgeting for that could be paid for out of these donated funds. They are very, very specific. She is going through that process now. I have asked her to really dig deep. I want to see the governing instruments, the donation documentation, so that if there is something that we are missing where we could be using those funds for their intended purposes, we start using them.”

Selectman Chafetz: *“Could we get a list of those funds?”* **First Selectman Mack:** “Sure.”

Selectman Sullivan: *“Will we get a new cell tower at the new town garage?”* **First Selectman Mack:** “That can be part of the discussion. I don’t know necessarily if we are going to do that. I don’t know if we will need it. The three chiefs and Mark Cervione will determine that.” **Mark Cervione:** “I don’t think we will. The Tower will be staying on Ffyler and the WPCA has one as well.”

Selectman Chafetz: *“In the past there has been 5% discretion with directors for salaries.”* **First Selectman Mack:** “I don’t know what you mean.” **Selectman Chafetz:** *“Where they can get incentives.”* **First Selectman Mack:** “Oh, the bonus? There is \$8,000 again this year. I kept it level.”

First Selectman Mack: - *“I can say there is not a lot left to take. I have squeezed the budgets and we are pretty lean, however, I feel we can operate.”*

Preliminary update on the grand list

Part-time Assessor Donna Murphy reports the following increases prior to Board of Assessment Appeals:

Real Estate	3.56% increase
Personal Property	20.69% increase
Motor Vehicles	1.09% increase

Final Taxable Grand List of 4.19% increase

Update on Shared Information Technology Services

First Selectman Mack invited Beck Osleger, Technology Director, to provide the Selectmen with an update on Shared Information Technology Services.

- Contract with Walker Group was not renewed – 19/20 Est \$83,000 savings
- All Service and Maintenance Contract renewals evaluated – FY 19/20 budget savings of \$25,000
- Inventory for Repairs combined – 19/20 budget reduction of Est \$6,000
- Copier contracts evaluated, School Contract pricing – Library and Fire Department 19/20 savings: \$3,000
- Elimination of Town antivirus – combined with Schools \$4,500
- Increased end user support and response time
 - Combined staff services
 - Inventory availability for repairs
 - Expertise more widespread – Knowledge sharing
 - Weekend backup for emergency services
- Voice Over IP
 - Implementation smoother with combined help
 - Transition to eFax – Budget savings (machines, toner, support, fax lines)
 - Continuity in town-wide business practices & training
- Monitoring Tools combined (Server room temp monitoring, infrastructure monitoring)
 - Est. \$3,700 budget reduction
 - Response time reduced – more staff on hand
- Combined application / Hardware Sharing: This will continue to be a work in progress
 - WeVideo subscription shared by Parks and Rec (\$2,700 savings)
 - Chromebooks
 - Replacement Parts
 - Vendor Relations
- Scope for Budget development was through a lens that focused on both town and school services and reduction of redundancies
- Future Focus Area:
 - Personnel/Staff Structure review
 - KML Opening – Ongoing Technology need determinations
 - Website enhancements – One town-wide vendor
 - Police infrastructure evaluation and Update
 - Fire Department evaluation and Update
 - Library resources evaluation/potential resources to be combined with school media centers
 - Computer replacement plan
 - School /Town server infrastructure update (FY 20-21 budget)
 - Scheduling solution (EMS, Fire, Police)

- Town/BOE-wide time and attendance system

Selectman Hill asked that Ms. Osleger come back in 6 to 9 months and give another update.

Selectman Hill motioned to add additional agenda item #6 - Broad Brook Brewery Compliance Repayment Plan. Vote: 5-0 in favor. Motion passed unanimously.

First Selectman Mack invited Derek Donnelly – Town Attorney and Ted Flanders – Building Inspector to address the Selectmen.

- Code compliance has been an issue with this project.
- Third parties have been hired to assist the Building Inspector with the complicated structural issues the Town has dealt with on this project.
- Town has spent \$33,210.10 primarily on engineering costs which were unexpected and plans to recover the money.
- Permit fees generally cover the costs of consultants and any work the Town needs to do.
- The original permit fee for this project was approximately \$16,000 per Mr. Flanders.
- The Town presented the builder with the bill at the end of last year and asked them to come up with an idea as to how they would be able to repay the Town.
- Builder has come up with a suggestion to take a surety bond out for the amount of money owed to the Town. They would present a schedule to repay the Town in monthly installments until paid in full.
- Project has been allowed to continue temporarily pending this agreement.
- They will present the bond in a format sufficient to the Town. They will pay a fixed dollar amount until paid in full over a 12-month period.
- Arrangement to begin 6-months after the Certificate of Occupancy is issued for the brewery.
- This is a creative solution as this project has been very challenging.
- The Brewery's commercial lender is on board with the proposed plan.
- If there is a problem and they default we can go to the bond company and collect.
- The project should be completed by the end of summer.

Selectman Reynolds: *"When will the proof of surety bond be presented?"* **Derek Donnelly:** "I gave them 2 weeks from this meeting."

Selectman Reynolds: *"We must make this contingent upon the 2-week timeframe and in a format that makes sense for the town."*

Selectman Chafetz: *"Will interest be charged? What happens if they miss a payment?"* **First Selectman Mack/Attorney Donnelly:** "We are not specifically entitled to interest by statute, which makes us charging interest a debatable point. If they miss a payment, it would be a default and we would call the bond."

Selectman Reynolds motioned to approve the Broad Brook Brewery Compliance Repayment Plan as presented by the Town Attorney with the stipulation that it go into effect after proof of surety bond has been presented to the Town's satisfaction within two weeks of this meeting. If not, a stop work order will be issued Vote: 5-0 in favor.

Approval of a tax rebate for First Suffield Bank in the amount of \$2,869.26 due to overpayment

Selectman Reynolds recused himself to avoid a conflict of interest and left the meeting room at 7:50 p.m.

Selectman Hill motioned to approve a tax rebate for First Suffield Bank in the amount of \$2,869.26 due to overpayment. Vote: 4-0 in favor. Selectman Reynolds recused. Motion passed unanimously.

Approval of a tax rebate for Peoples Bank in the amount of \$2,855.92 due to overpayment

Selectman Hill motioned to approve a tax rebate for Peoples Bank in the amount of \$2,855.92 due to overpayment. Vote: 4-0 in favor. Selectman Reynolds recused. Motion passed unanimously.

Approval of a tax rebate for Peoples Bank in the amount of \$1,451.05 due to overpayment

Selectman Hill motioned to approve a tax rebate for Peoples Bank in the amount of \$1,451.05 due to overpayment. Vote: 4-0 in favor. Selectman Reynolds recused. Motion passed unanimously.

Selectman Reynolds returned to the meeting room at 7:52 p.m.

Discussion and appointment of full member to the Economic Development Commission to fill the remainder of Gloria Smiths' term through March 31, 2021

Selectman Chafetz motioned to appoint Jack Henrie to full member of the Economic Development Commission to fill the remainder of Gloria Smiths' term through March 31, 2021. Vote: 5-0 in favor. Motion passed unanimously.

Discussion and appointment of alternate member to the Economic Development Commission to fill the remainder of Brian Banak's term through May 31, 2019

Selectman Reynolds motioned to appoint Bob Kelly as alternate member to the Economic Development Commission to fill the remainder of Brian Banak's term through May 31, 2019. Vote: 5-0 in favor. Motion passed unanimously.

Discussion and approval of plan for Highway Garage, rescinding all prior approvals, to relocate the Town Highway Garage and refer to Board of Finance and Town Meeting

123 Austin Street

Bill Hawkins – Town Planner addressed the Selectmen and provided an update on the property located at 123 Austin Street.

- The Town had asked the owner for additional information regarding the property:
 - An updated wetlands line because there had been some areas of the property that had been filled and we did not have any mapping of that.
 - An updated site plan to show a 10,000 square foot storage building and a 6,000 square foot salt shed, associated grading and site work that was needed for it in an area on the property where it could fit with all setbacks including upland review area from the wetlands, which is 50 feet, and side yard setbacks while avoiding the sewer easement that runs through the property.
 - This plan is necessary because these are the buildings the highway facility needs to function.
 - The most recent plan was received by Town staff earlier this week. It does show updated wetlands line; however, it does not show where buildings would go that we would need or any of the associated work.
 - The proposed buildings would need foundations, which require digging and footings. If the area where the buildings could fit are on filled-in wetlands that is something that would need to be

investigated. We don't have that information in this plan. It would require further work to determine exactly what is under the filled in areas to confirm whether it can be built on or not.

- No way to determine based on information provided, whether it would be a viable site for our needs.
- Environmental impact is also still not clear, except for a Phase 1 study.
- Absent the requested information, we cannot make an informed decision to proceed with this option.
- RFP for this project is not necessary because the bid and purchase policy is specific to services/purchasing. Town Attorney Donnelly explained why it is exempt from the RFP process.

Hamlet Homes

- Mark O'Neill of Hamlet Homes addressed the Selectmen to discuss updated information since the last Board of Selectmen Meeting.
- Mark Cervione, Highway Foreman, James Richardson, Assistant Highway Foreman and Chris Childs, Board of Finance Member, were invited to the front of the room to review the site plan.
 - Photos of the parcel were presented to the group as Mr. O'Neill wanted to provide a "top down" look at the project.
 - The photo represented a heavily wooded area. Mr. O'Neill explained that Stoney Brook would be a minimum of 300 feet away from any portion of where the earth would be disturbed and a complete line of trees would remain.
 - Mr. O'Neill gave assurance that proposed apartment complexes would not be nearby or impacted as they would be on the opposite side of the property.
 - Based on the idea that the police cruisers, school buses and fire trucks may be using this facility to refuel, the driveway was created in a fashion that allows for a two-way flow of traffic free of congestion regardless of the size of the vehicle.
 - The cold storage area and additional storage area were discussed. Mr. O'Neill stated that the set-up on the diagram would need to be reviewed by the Town staff to ensure that it was exactly what they wanted. The location may need to be flipped around on the diagram depending on the needs of the Highway Department.
 - Grading should not be an issue as the hill will be cut into and reinforced by a concrete wall. The grading and concrete wall is included in the current price.
 - Revised plans are based upon additional office space that was being required; a women's changing room and restroom. All of this additional space has been reflected in the plan and has increased the size of the building. The shop area and the garage area remain the same size. There is a 10 x 130 foot cold storage area which he has left on the plan design with the idea in mind that you can never have enough storage. It will not be a heated space, although it could be, but it would be enclosed.
 - Pricing has been provided for two roof options. One option includes an asphalt roof and the other option is a standing metal seam roof. Mr. O'Neill has not determined which roof he will move forward with. He wants to work with his team of architects and the town staff to determine which option is the best for the town.
 - Mr. O'Neill wanted to point out that the advantage of working with his firm is that you are not dealing with a separate contractor. His crew actually does the work which allows them to act quickly if something needs to be adjusted or altered without having to go through a change order process because they are the actual builders.
 - Mr. O'Neill believes he has captured everything the town needed on a conceptual basis. He really feels it is the time to do a Letter of Intent and then have his design team and architectural engineering team sit with town staff to be sure he has captured everything, that everyone is happy with it and then he will put the actual final plan together which probably would not

deviate a lot from the currently proposed plan, although it may. They will put together a complete list of specifications and then come back. He is quite confident that with his budget he can accommodate everything that he knows about. He has all his parties ready to move.

- A cost comparison sheet was created by Mr. Casey and included in his presentation which outlined large pricing differentials between Mr. O'Neill's proposal and Mr. Casey's proposal. This comparison sheet was reviewed by the Selectmen prior to the evening's presentations.

Questions/Comments

Selectman Reynolds referenced the comparison cost sheet provided by Mr. Casey; Mr. O'Neill noted he could not speak to the information nor could he speak to Mr. Casey's site at all.

Selectman Hill: *"As we talked about earlier, at the very beginning of the process, was the fact that you've got bulldozers and all that heavy equipment coming through and plows with salt that weigh tons taken into consideration? How long will that pavement last if it is only 4 inches thick? Should it be thicker?"* **Mark O'Neill:** *"How long does your road out here last?"* **Selectman Hill:** *"I could not tell you. I don't know how deep that road is. Is it the same thickness?"* **Mark Cervione:** *"It is. 4 inches is plenty thick."*

Selectman Mack: *"We have the Building Official, Facilities Manager and Town Planner in the audience, if the three of you have any additional questions please feel free to jump in."*

Ted Flanders: *"I have a couple questions. One, you talked about the property to the east and nobody there. Who owns that property now?"* **Mark O'Neill:** *"I do."*

Ted Flanders: *"Do you have any plans to develop that after this project is done?"* **Mark O'Neill:** *"No. You are getting the whole 10-acre parcel."*

Ted Flanders: *"You pointed to kind of a buffer on the first page of the proposal; so nothing is ever going to happen over there?"* **Mark O'Neill:** *"Stoney Brook is there Ted. So the whole back, when you finally get beyond the sewer easement, past that is Stoney Brook. Once you get past Stoney Brook it turns to Paper Street. There will be nothing there at all."*

Ted Flanders: *"My second question; is this building going to be sprinklered"* **Mark O'Neill:** *"I believe it has to be. I am almost positive it has to be."*

Ted Flanders: *"So your price includes bringing in water?"* **Mark O'Neill:** *"Yeah, unless you want to waive that for us, or the Fire Marshal."* **Ted Flanders:** *"We don't get to waive the State Code."* **Mark O'Neill:** *"I think there are two things there; due to the size and I would think that if Mike Thibedeau were here he would probably say due to the hazard also, there is a chemical storage room in there. I don't know if that would actually be sprinklered or not. I don't know enough about that Code to answer that but...."*

Ted Flanders: *"The reason I mention it is because in the project that you are doing with the apartments there was a lot of discussion about the waterline itself. There was some type of agreement to increase the size and then there became a big issue with that."* **Mark O'Neill:** *"That is correct."* **Ted Flanders:** *"I'm not sure if that ever got fully resolved."* **Mark O'Neill:** *"100% resolved. We have enough water capacity."* **Ted Flanders:** *"For what you are doing now."* **Mark O'Neill:** *"And in the future. Well, I say in the future – depends what you do in the future, but what I mean is there is enough water for this. For this it will work. We won't get into the CT Water politics behind that. We have proven the flow-*

out twice and gave it to the engineers at CT Water and they finally released the letter to us.” **Ted Flanders:** “Can you just get us a copy of the letter?” **Mark O’Neill:** “I can. As a matter of fact, you actually have it. I know Mike Thibedeau has it but yes, I can get you a copy.”

Chris Childs (BOF): “*Mark, I am looking at this comparison that was done (referencing Mr. Casey’s comparison sheet) and I just have a couple of questions. The membrane roofing; I guess you have down \$44,000 for the roofing which is substantially lower.*” **Mark O’Neill:** “We are not doing the membrane roofing. It will either be asphalt or metal. I can’t answer anything as I have never seen anything.”

Chris Childs (BOF): “*So it is not a metal roof, it’s just an asphalt roof?*” **Mark O’Neill:** “I don’t know which roof yet, but it will be a warrantied roof.”

Chris Childs (BOF): “*The plumbing estimate is \$32,000. Is that a reasonable number?*” **Mark O’Neill:** “Yes, for plumbing only, sure. That’s not the sprinkler system. Let’s not get confused, the sprinkler system is separate, the heat is separate.”

Chris Childs (BOF): “*Does that include fixtures?*” **Mark O’Neill:** It does. What there is in there is an office build out. I just put in a lump sum for an office build out not knowing exactly what needed to be done. I’m assuming we are going to do a drop ceiling with lighting, I’m assuming we’re going to be doing drywall partitions, I’m assuming we’ll be doing some sort of tile entrance and I guess carpet.”

Selectman Chafetz: “*The floor in the building is cement?*” **Mark O’Neill:** “It is. It is twelve separate zones heated by gas.”

Chris Childs (BOF): “*Has this plan been looked at the Permanent Building Commission?*” **First Selectman Mack:** “No. Not at this stage. This is just new information that came in. Up until this point they have been aware of the options.”

Selectman Chafetz: “*Any consideration to do solar?*” **Mark O’Neill:** “I can’t answer that question. If it is something that you want to pursue we could look into it, but it was not something I looked into.”

First Selectman Mack: “*Thank you very much.*”

Wicks Lumber

- Kevin Casey addressed the Selectmen to discuss updated information since the last Board of Selectmen meeting.
- Mr. Casey opened with a statement to the Selectmen.
 - “I just want to make it clear that I am working for the Antonacci family. It’s not Kevin Casey doing this project. I represent the Antonacci family who own this piece of property which was formerly Wicks Lumber and I am presenting the proposal on their behalf.”
- He agreed that his proposal was considerably more expensive than the Hamlet Homes proposal. There are some pretty significant pricing differences and he feels that it will ultimately be a policy decision as to whether or not the Boards of Selectmen and Finance and the Town voters think that the building, being a permanent building, should be done to a standard that he knows theirs would be done to.
- One change that has occurred since the last meeting:
 - The Antonacci family has agreed to sell the property versus the original lease arrangement, which had first been proposed. The terms of sale will continue to be negotiated with the Town.
 - What will not need to be negotiated are the price and the bid that has been put forward.

- They do not need to wait for a Letter of Intent.
- Mr. Casey feels comfortable that their number is inclusive and would be a “not to exceed” contract with a surety bond that would ensure the town did not spend a dime more than the contracted price. The only exceptions would be change orders that would be agreed upon by both parties, but irrespective of that, we would be looking at a “not to exceed bonded contract” to build this facility.
- The Wicks site does not pose any site plan challenges; there is no clearing of land, no clearing of green space (forested or otherwise) no cuts and fills and no extraordinary site work.
- Pricing includes improvement of the substrata to ensure that 4 inches of pavement will last the Town (the owner of the building) for as long as can be reasonably expected which is a very important distinction.
- Mr. Casey feels comfortable with the current price presented and is 100% confident this will produce the type of building the Town of Suffield needs. He feels that the work done to this point has incorporated everything that the DPW said would make for the optimal use of the facility. There is no need to “go back to the drawing board.” This proposal is what it’s going to be and they can guarantee the price. This is what differentiates his proposal from the Hamlet Homes proposal provided earlier. Hamlet Homes still has additional design work to be done before a price can be finalized; however, Mr. Casey is presenting a proposal with a guaranteed price at this time.
- Mr. Casey’s proposal includes pricing for a membrane roof, considerably more expensive than asphalt or metal alternatives but it comes with an iron-clad 25 year warranty. This will be an expense that will not have to be dealt with for quite some time. Also, a membrane roof is easier to replace than the alternatives.
- An exhaustive design was done with regard to plumbing. Pricing includes all the plumbing (sprinklered from the get go,) all fixtures in all bathrooms and kitchen and the heating.
- Referencing the cost comparison analysis and noting that there is definitely a cost difference, he feels that it really comes down to the fact that he is willing to guarantee the price, the experience of the contractor, Associated Builders who have built literally hundreds of buildings like the one proposed over the last 30 years. That is why they are bonded and enjoy the reputation that they have.
- One final consideration is that the improvement of the Wicks site will create an attractive gateway into the industrial section of Suffield. This is an important improvement and something worth considering.

Questions/Comments

Selectman Reynolds: *“On the price with all the line items, what happens if you get into it you find out that some of these things cost less?”* **Kevin Casey:** “We have filed sub bids. We have already made the arrangements with any subcontractors that the price is the price. The price that we give you, you don’t have to negotiate afterwards. If you change something or if Mark or JR or someone comes to us and says listen...this just isn’t right and you need to do it differently, than that would change the price up or down. This building has been designed completely. It is hard to compare one that has been and one that has not been. To Mel’s point about solar, this building could accommodate solar. It’s a major change order and not only for the cost of the panels. The roof system itself would have to be redesigned. It’s up to the town to ultimately do that. It’s probably not a bad idea but, the warranty on the roof membrane changes and a lot of things like that.”

Selectman Chafetz: *“I don’t know a lot about that property. What is behind it?”* **Kevin Casey:** “Immediately behind it are the Babylon Transfer Station and the Hood plant which is directly across Harvey Lane. There’s a railroad siding there that sort of bifurcates the property. In talking with the guys we have left it. The proposal is to subdivide the property, keeping an allowable lot on the north side of the property and privacy fencing off the facility. It will allow the railroad siding to go onto the property so that if in the future if anybody needs anything that is better served by rail they can get it. I’m not sure what that could possibly be, maybe materials or salt, stone, who knows. It seems like a far-fetched thing, but if you have a railroad siding you might as well leave it there.”

Chris Childs (BOF): *“Site prep is a very high number at \$681K and then a demolition number on top of it.”*

Kevin Casey: “Demolition is actually \$100K. The Antonacci’s have agreed to eat half of that essentially taking half the cost. The site prep by far was the thing that bugged us the most and we got all kinds of sub bids on that but again it goes to the Geo-testing and the fact that we wanted to do it right. We could do it for half that amount and I will leave and the eventual user whoever that is would have a problem seven years from now. If you know the Antonacci’s and know how they have operated their businesses and have been partners with the Town in some sense for the last 25 years, they would rather do it right. If that \$300K difference is a reason for the Town not to do it then boy we would want a thousand signatures that said don’t come back to us when the asphalt cracks or whatever. It’s all about the substrata and making sure it was done the right way at the beginning.”

Chris Childs (BOF): *“So is a lot of it moving the existing?”* **Kevin Casey:** “Yeah, removal, reclaiming and crushing and bringing in some material that is better suited. Not the whole thing. We actually did some value engineering when this was first proposed. The site plan called for the asphalt to wrap around the building and then we realized that there is no reason it has to go in the front of the building which saved money. Also, in the very back where materials were going to be, we realized the existing pavement really wouldn’t be subject to the traffic of the fire trucks and all the vehicles and would be sufficient as a general storage area. We have already hunkered down and done value engineering in an effort to bring that number down. It was actually at \$1M but we got it down to \$681K. It’s a lot of money but again, if you were doing it at your house and had the ability to do it right you would rather do it right than have a problem in the not too distant future.”

Selectman Chafetz: *“Is there any known hazardous waste?”* **Kevin Casey:** “No. We have a Phase One that shows no hazardous waste having been dumped and no asbestos. It was basically just a pole barn.”

Selectman Chafetz: *“What is the size of the property?”* **Kevin Casey:** “The property will end up being about 4.5 acres, maybe 5.”

Ted Flanders: *“You talked about preparing the surface under the pavement but you did not say how.”* **Kevin Casey:** “I think it is 18 inches of reclaimed asphalt; whatever is called for as the highest standard.”

Bill Hawkins: *“The total property is 6.2 acres.”* **Kevin Casey:** “So the property size is 6.2 acres less 1.5 acres for the separate parcel. The size of the town parcel would be 4.7 acres.”

Ted Flanders: *“You said you are spending a lot of money because of the boring tests that you got. What did they show?”* **Kevin Casey:** “They showed fair and in places good. They did about 8 test pits and if you know the property somebody years ago redid the asphalt in the front and they did it right. Some of it is solid and we would call it ‘good’ but a lot was fair and only fair in the rear part where the entrances would be in the back parking lot. In eight spots there were probably three different grading levels. We did not feel it was necessary to do the whole site to the highest level, but to do it right. That is the biggest number that jumps out in the whole project.”

Ted Flanders: *“Is part of your price here including the demolition?”* **Kevin Casey:** “Yes, that is in the price.”

Ted Flanders: *“Ok. So I am a builder and I am going to buy your land. I am not going to own your old building.”* **Kevin Casey:** “You could buy it with the building on it.”

Ted Flanders: *“What I am saying is you are trying to sell me a piece of property and you have a building that collapsed some years ago and as part of the purchase price you are charging me to demo that and you are*

taking it down the road to your plant to demo.” Kevin Casey: (Laughter) Well, I didn’t realize we would be negotiating with you this evening Mr. Flanders, but look, there is a cost to get the site prepared.

Ted Flanders: *“But it’s your site; it’s not our site.” Kevin Casey:* “We are using the site right now for exactly what it was bought for which is storage. As it is we don’t need to take the building down; however, if you want to put a new building on it you have to take the building down. It’s all a question of semantics; how much do you want the site to be improved and what is the ultimate cost, which is yet to be determined. It is a philosophical argument you are making.” **First Selectman Mack:** *“The deal is not done being negotiated and I can tell you that that fine point was not lost on me.” (Laughter) Kevin Casey:* “We put a line item budget together to include everything we would need to do this project and do it right.”

Ted Flanders: *“Is it \$600,000 to demolish the building?” Kevin Casey:* “No. Demo cost is \$100K, but it is a \$50K expense that is in the budget. The Antonacci family agreed to pay half of the demo cost.”

Selectman Hill: *“Mark, how big is the yard right now; how many acres? Mark Cervione:* “Where we are now is about 3.5 acres.”

Selectman Hill: *“Will 4.5 acres be enough space with the growth of the town in the future?” Mark Cervione:* “Yes.”

Ted Flanders: *“What is the square foot price for your building?” Kevin Casey:* “\$165.37 per square foot.”

Ted Flanders: *(Addressing Mark O’Neill) “What is the square foot price for your building? Mark O’Neill:* “Around \$130.00 or \$131.00 per square foot.”

First Selectman Mack: “Any additional questions for Mr. Casey? Thank you very much.”

Kevin Casey: “Thank you very much.”

First Selectman Mack expressed her desire to conduct as much of the conversation regarding the Highway Garage in public if possible. Negotiating points and finer points that would impact the Town’s willingness to pay any purchase price can be appropriately discussed in executive session. She expressed her hope that at the end of this meeting she would have a motion to move forward on a decision on the highway project with whatever contingencies the Board sees fit.

Selectman Chafetz asked permission to address the audience to ask if there were any additional questions. **First Selectman Mack** was fine with this and invited the audience to provide any public comment.

Chris Childs (BOF): *“My only reservation would be that PBC weigh in on it before a decision is made.” First Selectman Mack:* “They certainly will be part of the process.”

Selectman Hill motioned to table the agenda item #11 Discussion and approval of plan for Highway Garage, rescinding all prior approvals, to relocate the Town Highway Garage and refer to Board of Finance and Town Meeting. Vote: 5-0 in favor. Motion passed unanimously.

Selectman Updates

Officer Osowiecki - Most importantly, after 30 years of service as both a dispatcher and police officer for the Town of Suffield, **First Selectman Mack** wanted to acknowledge the retirement of Peter Osowiecki. Known for

his operation of the K-9 program, we wish him a long, happy and healthy retirement.

Town Hall Update – Public Works, Town Attorney and PBC have reviewed and commented on the draft RFP. It should be issued on the 22nd of February. PBC will get one last look during their meeting on Thursday, February 21st. The RFP is to renovate the current Town Hall Building.

Library Update- Air quality tests are complete and we have passed everything including the last swipe test that needed to be retested. We are closely managing the construction budget, which is essentially at zero. Jackie Hemond, Chris Matejek, Craig Schoner and First Selectman Mack walked through the library today to discuss layout and future needs so we are all on the same page. First Selectman Mack will be assuring that necessary projects that could not be completed as part of the project are put on the ACCE list for the 19/20 fiscal year. This includes: brick repointing, landscaping and exterior painting as well as a few smaller items. We still need EPA sign-off. We will need to test on an annual basis and \$25,000 has been built into the current budget for air quality testing.

Parks & Recreation Sports Programmer Hiring Process – After screening over 100 applicants; 12 were interviewed by Pete Leclerc, Parks & Recreation Director, Donna Carney-Bastrzycki, senior member of the P&R department, Karin Ziemba, HR Director and Brian Casinghino, Chairman of P&R commission; final interviews were held yesterday and today by Pete, Karin, Donna and First Selectman Mack who was very pleased by the quality of the four final applicants and a decision will be made shortly. First Selectman Mack noted she is truly excited by the potential for our reorganized and revitalized Parks and Recreation Department.

Selectman Hill motioned to move Public Comment in front of Executive Session on the Agenda. Vote: 5-0 in favor. Motion passed unanimously.

Public Comment

Jackie Mahannah – 15 Diane Lane: “This has nothing to do with anything that was talked about here tonight. It is in regards to an email that I think all of you should have received from me in regards to the Police Department Operational Study that is happening. I had quite a few questions in there. I was hoping to get a response. So I was wondering, I unfortunately don’t have the letter in front of me, but some of my questions were in regard to other situations, other resident concerns, that the Police Department was allowed to handle in the past. My questions were; were they handled properly, were they resolved, and why this most recent one can’t be handled the same. I think those are important questions for the public or at least I think the public should know. I don’t want anybody’s name and I don’t want to know what the concern is. It’s none of my business. Again, I just want to talk about the route that was taken to get to where we are. That is my concern.”

Selectman Chafetz - “At some point are we going to respond to the questions that were asked or are you going to respond to them?”

First Selectman Mack – “We can discuss that later. This is public comment. This subject is not on the agenda and we are not going to be speaking about it this evening.”

Executive Session – Discussion regarding Highway Garage Options

Selectman Reynolds motioned to enter Executive Session to discuss Highway Garage Options at 8:55 p.m.

and invited Derek Donnelly, Mark Cervione, Ted Flanders, James Richardson and Bill Hawkins to join the session. Vote: 5-0 in favor. Motion passed unanimously.

Executive Session ended at 9:27 p.m.

Selectman Reynolds motioned to reopen Agenda item number 11. Vote: 5-0 in favor. Motion passed unanimously.

Selectman Reynolds motioned to authorize the First Selectman to negotiate with F&G Trucking, LLC regarding the purchase of the Wick's Lumber property. Vote: 5-0 in favor. Motion passed unanimously.

Selectman Reynolds motioned to adjourn the meeting. Meeting was adjourned by unanimous vote at 9:32 p.m.

The next regular Board of Selectmen Meeting will be Wednesday, February 20, 2019 at 7:00 p.m.

Respectfully submitted,
Kristen O. Lambert
Recording Secretary